

RESTRICTED

Approved For Release 2001/08/02 : CIA-RDP81S00991R000100250002-4

OFFICE OF COLLECTION AND DISSEMINATION

22 June 1948

MEMORANDUM TO: All Branch, Register and Staff Chiefs, OCD

FROM: Executive Assistant Director, OCD

SUBJECT: T/Os and Personnel Ceilings

A. TABLES OF ORGANIZATION (T/O)

1. Each T/O submitted by OCD represents the personnel requirements estimated for the duration of the fiscal year involved. Thus, the T/O submitted by OCD for the fiscal year 1950 should be as nearly filled by the beginning of that fiscal year as budget and clearance limitations will permit.

2. We anticipate that the personnel ceilings will be raised progressively on a quarterly basis beginning 1 July 1948 to apply toward our 1950 T/O. (Therefore, the T/Os requested for OCD will be synonymous with the OI budget request for 1950 which will be submitted to the Executive, A & M for approval or alteration and approval at the earliest possible date.)

B. PERSONNEL CEILINGS

1. The quarterly personnel ceilings which the Office of the Assistant Director, OCD sets for its Branches are based on the quarterly allotment of funds available to OCD and the ability of I & S to complete security clearances.

2. Within the limitations placed by the ceilings, most any vacancy in the approved T/O may be designated to be filled subject to prior approval by the Office of the Assistant Director, OCD; such allocations to be assigned when the ceilings are first announced.

3. As soon as a Form 31-3 has been sent to Personnel Branch requesting action on a new person for OCD, that person is charged against the OCD personnel ceiling. Thus, whether a person has "entered on duty" (EOD) in "M" building, EOD in Special Project #1 or merely "in process", he will be charged against our ceiling.

C. RECRUITING UP TO ANTICIPATED PERSONNEL CEILINGS

1. Due to delays in security clearances, personnel recruitment should be speeded up to approach the anticipated ceiling for the next quarter.

Approved For Release 2001/08/02 : CIA-RDP81S00991R000100250002-4

RESTRICTED

RESTRICTED

2. The formulas for computing anticipated personnel ceilings are as follows:

a = approved 1st quarter ceiling

b = anticipated 2nd quarter ceiling = $\frac{(e - a)}{3} + a$

c = approved 2nd quarter ceiling

d = anticipated 3rd quarter ceiling = $\frac{(e - c)}{2} + c$

e = anticipated 4th quarter ceiling = approved T/O

(Due to budget limitations and the developmental stage at which OCD now stands, the ceilings assigned by A & M are quite a bit below these theoretical figures.)

3. Unusual circumstances may cause the Office of the Assistant Director, OCD, to change the rate of hiring for any of its Branches.

25X1A


Executive Assistant Director, OCD

RESTRICTED